

Introduction

Course Goals

The goals for this course are for you to:

- Understand the uniform guidelines for accounting for fixed assets owned and used in all business operations for the State of Missouri.
- Effectively use the SAM II Fixed Assets management system to provide internal control measures that will safeguard state investments in fixed assets.
- Learn the characteristics, features and functions of various documents, tables and ledgers used in the Fixed Assets management system.

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Data Cards









On each of the terminals, you will find a data card. The information on the data card will be used for some of the hands-on exercises in the class. When completing exercises, this information will be used in place of the *Provided by Instructor* literal. This information will be used for training purposes only.

Course Overview

The SAM II Fixed Assets processes will cover the overall objectives of fixed assets management to improve accountability by departments for assets under their custody. Fixed Asset information that goes into the SAM II system must meet State Auditors guidelines, and the General Accepted Accounting Principles (GAAP). This course will provide you with a working knowledge of processing documents and updating tables related to acquisitions, betterment, modifications, internal sales, transfers and

dispositions. It will also cover viewing of Fixed Assets information online.

The Fixed Asset Business Area represents groupings of work responsibility. Each business area is composed of business functions which represent specific tasks related to the business area.

 Acquiring Assets	FA, FAGL, FAS1, FAS2, FBT1, FBT2, FBTT
 Asset Improvement	FB, FAGL, FALC, FAS1, FAS2, FBT1, FBT2, FHS
 Manual Depreciation	MDEP
 Modifying Assets	FC, FAS1, FAS2, FBT1, FBT2, FHS, FVAL
 Asset Reorganization	FARO
 Internal Sale	FS, FAS1, FAS2, FBT1, FBT2, FHS
 Transferring Assets	FT, FAS1, FAS2, FBT1, FBT2, FHS, FARO
 Asset Disposal	FD, FAS1, FAS2, FBT1, FBT2, FHS

Terminology

Reference Tables	Reference Tables are used by the SAM II system to validate codes and infer values. Several tables are updated by fixed assets document processing. These tables require a one time set up and are maintained by OA. All Reference Tables maintain online viewing capability.
Documents	Documents are used to enter fixed assets transactions in the SAM II system. Each document has a unique number and window where you can enter information online or schedule documents for offline processing. Once information has been entered into the document, it is edited and validated against the fixed assets reference tables. If the documents are error free, they are accepted and the appropriate updates are made.
Inquiry Screens	Inquiry Screens are used to view data online. These screens are automatically maintained by the SAM II system when documents are accepted. Information shown on Inquiry Screens cannot be added to, changed or deleted.
Offline Ledgers	Offline Ledgers contain detail and summary level data from accepted fixed assets documents. These ledgers are used to store data. Offline Ledgers are updated daily by the nightly run cycles.
Batch Processes	Batch Processes uses all of the above elements to create various reports. Processing occurs when the system is run overnight. In addition to reports, Batch Processing will also update numerous tables and create certain documents.

Fixed Asset	Fixed Assets are those assets for which a department has sole custodial responsibility. All tangible property of the State of Missouri, real and personal property acquired solely for conducting the business of the state with a useful life of more than one year and costing \$250 or more. Fixed Assets include items such as land, land improvements, buildings, fixtures, equipment, furniture and vehicles.
Acquisition	The process of acquiring a new fixed asset at historical (original) cost by a governmental entity. Newly acquired fixed assets are obtained by purchase, lease-purchase, donation, gift, trade, or transfer. Entities will report an amount for fixed assets that equals the related governmental fund expenditures incurred to purchase or construct the fixed asset.
Acquisition Cost	Historical or actual purchase price of the fixed asset including freight, installation, site preparation, and other charges directly related to placing the fixed asset into use.
Betterment	An addition or improvement made to an asset, other than routine maintenance, to increase its value, efficiency and/or life value.
Betterment Value	The acquisition or construction cost of the betterment.
Construction in Progress	Construction in progress is a temporary capitalization of labor, materials, equipment and overhead cost of a construction project or capital improvement project that may not be completed at the end of the accounting period.
Depreciation	The allocation of the net cost of the fixed asset over its estimated useful life accomplished by decreasing the value of an asset by the amount of this allocation (depreciation). In the State of Missouri, depreciation is calculated using the straight-line method.

Memo Depreciation	The allocation of the net cost of the fixed asset over its estimated useful life. Used for informational purposes only. This amount is not recorded in the General Ledger.
Disposition	The retirement of a fixed asset due to sale, destruction, obsolescence, theft, vandalism, etc. Disposed assets and betterments are deleted from the SAM II system and archived for audit or historical reporting.
Equity Accounts	A balance sheet account that identifies and records the amount of the asset and the fund from which the asset was purchased. See the Balance Sheet Account Index table.
General Fixed Assets Account Group (GFAAG)	General Fixed Assets Account Group is a self-balancing group of accounts established to account for fixed assets of governmental units not accounted for through specific proprietary of trust funds.
General Accepted Accounting Principles (GAAP)	General Accepted Accounting Principles are uniform minimum standards and guidelines for financial accounting and reporting.
Historical Cost	The original cost of an asset that is reflective of the initial cost of acquisition or appraised value, including the cost of putting the asset into service.
Net Book Value	Governmental Funds: The net book value is equal to the summary asset value. Proprietary Funds: The summary asset value less the summary accumulated depreciation.
Reorganization	Reorganization allows a mass change to be performed to fixed assets when reorganization in the accounting code structure or a change in location has occurred.

Revaluation	Revaluation is the process of changing the valuation amount of assets, assets groups, or asset classes for informational purposes only. This is independent of the acquisition or book value of the asset.
Annual Closing	The Annual Closing process writes all records from the closed year into an archived history file leaving new records on the fixed assets and depreciation ledgers. It also produces an inception-to-date ledger since the life of most fixed assets span over one year.

Processes

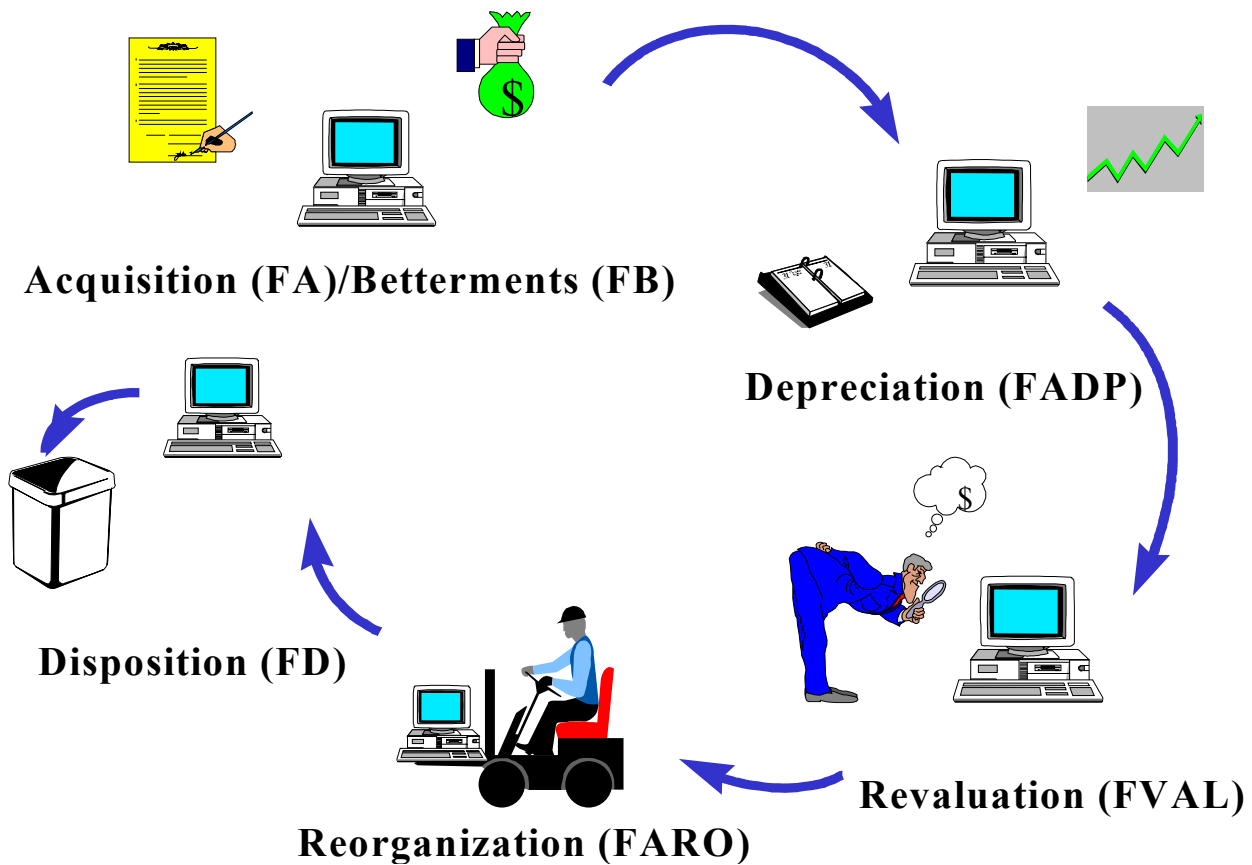
To acquire an asset typically you will first complete a requisition to request a particular good. Next a purchase order is completed as a commitment to purchase. Upon delivery of the asset, a vendor invoice is entered to record the invoice, and finally payment is processed using a payment voucher. During the completion of a payment voucher or vendor invoice for a fixed asset, the Fixed Asset Indicator option must be turned on. This will create a shell of a Fixed Asset Acquisition (FA) document.

If an item has been transferred or donated by an individual or another agency a Fixed Asset Acquisition (FA) document will be entered into the SAM II system directly. The FA document can also be created for the purchase of an asset if the Fixed Asset Indicator is not turned on during the completion of a payment voucher or vendor invoice.

Once an asset has been acquired, you may choose to make improvements or additions to it. As the asset ages, the SAM II system will calculate depreciation for each asset on a monthly basis. Upon completion of depreciation, the revaluation process can be used to change the valued amount of the asset. Finally when the asset is no longer needed or useful it can be reorganized, transferred to another agency/department, or disposed from your agency.

Life Cycle

The life cycle of a Fixed Asset is illustrated below.



Acquisition

The Fixed Asset Acquisition (FA) document is used to record a new fixed asset acquired by an agency. It contains both accounting and descriptive information of the asset. There are three methods for recording FA documents: (1) FA Acquisition through a Payment Voucher (PV), (2) FA Acquisition through a Vendor Invoice (VIQ), and (3) FA Acquisition document directly.

When fixed assets are acquired and a payment voucher (PV) or vendor invoice (VIQ) is used in the purchase of the asset, the Fixed Asset Indicator is turned on to create one or multiple FA shell(s). The FA shell information, which includes the Fund, Agency, and Organization, is stored in the Generated Fixed Asset Transaction Inquiry (FAPV) screen. The Transaction Document ID Number of the shell(s) created is used to open the FA document for completion of descriptive and accounting information of the asset.

The FA documents may also be created independently when assets fall within four main categories:

- (a) assets that are traded,
- (b) assets that are transferred,
- (c) donated assets, and
- (d) unrecorded assets that were acquired but not recorded.

Betterment

The Fixed Asset Betterment (FB) document is used to record betterments to an existing asset. It contains both accounting and descriptive information regarding the asset. A betterment consists of any improvements or additions to an asset that will increase the value, efficiency or useful life of the asset. A distinction should be made between betterment and regular maintenance and repairs. Betterments must be capitalized, whereas maintenance and repairs should be expensed. Expenditures that maintain the given level of routine service should be expensed. All additions, renovations, or improvements that increase the economic benefits of an asset will be capitalized. To capitalize betterment cost one of the following conditions must exist:

- (a) The useful life of the asset has been increased.
- (b) The capacity of the existing asset has been substantially improved.

- (c) The quality of the output for the existing asset has been substantially improved.
- (d) Assessed operating cost of the existing asset has been substantially reduced.

OA Accounting will determine the final amount to be capitalized for land and building improvements.

Depreciation

Depreciation is the allocation of the net cost of the asset over its estimated useful life. The SAM II system computes depreciation automatically in an offline process for each depreciable fixed asset on a monthly basis. The system uses the useful life, acquisition date, asset value, and salvage value to compute current period depreciation.

The State of Missouri will use the straight-line method of depreciation for all assets. The system calculates memo depreciation for governmental funds, but for proprietary funds the system creates the proper accounting entries as a result of the depreciation calculations.

If a particular asset is depreciated in a manner other than the straight-line method, a manual depreciation method can be used. The Manual Depreciation Input (MDEP) table updates the appropriate amounts in the system. This transaction does not post the depreciation amount to the General Ledger. If General Ledger posting is required, a journal voucher must be processed.

Revaluation

Revaluation is a statewide process of changing the valuation amount of an asset, asset group or asset class for informational and reporting purposes only. The change of the valuation amount is independent of the acquisition or book value of the asset. Revaluation of fixed assets may be necessary to determine if the insurance coverage is sufficient for risk management purposes. The SAM II system can perform mass revaluation of an asset group or an asset class by replacing the old replacement value, increase or decrease it by a fixed dollar amount, or increase or decrease it by a percentage factor for each group of fixed assets.

Internal Sale

A Fixed Asset Internal Sale (FS) document is used to record a sale between a governmental fund and proprietary fund or between two proprietary funds. Agencies will complete the FS document when the asset is sold to another organization and the fixed asset number does not change. The sale transaction can be processed directly between the selling agency and the acquiring agency when the Missouri State Agency for Surplus Property (SASP) guidelines are followed. However, other rules apply if the internal sale involves data processing equipment, telecommunications equipment, vehicles, and items costing more than \$1,000. In this instance refer to the Policies and Procedures for SASP.

If the fixed asset number will change, the agency selling the asset will complete a disposition document (FD) and the agency receiving the asset will complete an acquisition document (FA).

Transfer

A Fixed Asset Transfer (FT) document is used to transfer ownership of an existing fixed asset. Assets can be transferred within ownership between the same proprietary fund or between two governmental funds as long as the fixed asset number does not change. Assets can also be transferred to change construction in progress to fully completed building or improvement. Transferring assets allows ownership of the asset to remain within the same fund or within the General Fixed Assets Group of Accounts (GFAAG).

If the fixed asset number will change, the agency selling the asset will complete a disposition document (FD) and the agency receiving the asset will complete an acquisition document (FA).

Disposition

The Fixed Asset Disposition (FD) document records the disposal of an asset. Any fixed asset that is no longer owned by a state agency should be disposed of or retired from the SAM II system using the FD document. Partial or individual betterment units can be disposed of independently of the original asset.

A designated agency officer must authorize and approve all fixed asset dispositions. After the disposition is processed, depreciation is calculated as of the disposition date. The SAM II system will update the general ledger and mark the asset as disposed. The Missouri State Agency for Surplus Property (SASP) must be notified of all asset disposal or transfers between agencies.

In order to dispose an asset, it must fall within one of the following parameters:

- (a) disposal due to junking, lost, or theft
- (b) disposal by sale
- (c) disposal by trade-in
- (d) disposal through State Agency for Surplus Property (SASP)
- (e) the asset is transferred between agencies or between organizations and the fixed asset number is changed

Annual Closing

Annual Closing phase creates four history files using closed year data with detail audit trail of all activity on fixed assets for the closed year. The closing process writes all records for the closed year from the detail Fixed Asset Ledger and the Depreciation Ledger, to an archived history file.

The Fixed Asset Annual Closing process is the responsibility of the System Administrator and the Division of Information Services, formally the Division of Data Processing and Telecommunication.

Reference Tables

Topic Objectives

After completing this topic, you will be able to:

- List the reference tables used in the SAM II Fixed Asset system.
- Access various reference tables.

Topic Overview

Reference Tables are used by the SAM II system to validate codes and infer values. Reference Tables maintain online viewing capability and are updated on a daily basis by document processing. These tables require a one time set up and are maintained by OA. This topic introduces the following reference tables for fixed assets:

- Acquisition/Disposition (FADM)
- Fixed Asset Type (FATP)
- Fixed Asset Group (FGRP)
- Fixed Asset Group Class (FGCS)
- Fixed Asset Group Category (FGCT)
- Fixed Asset Location (FLOC)
- Fixed Asset Location Class (FLCS)
- Fixed Asset Location Category (FLCT)
- Fixed Asset Catalog (FCLG)
- Fixed Asset Valuation (FVAL)
- Manual Depreciation Input (MDEP)

Acquisition/Disposition (FADM)

Acquisition / Disposition					
	Acquisition / Disposition	Method	Name	Short Name	Expense / Revenue
1	A	C	CONSTRUCTED		E
2	A	G	GIFT/DONATION		E
3	A	L	LEASE PURCHASE		E
4	A	O	OTHER		E
5	A	P	PURCHASED		E
6	A	R	TRANSFERRED		E
7	A	S	SURPLUS PROPERTY		E
8	A	T	TRADED		E
9	D	D	DESTROYED		R
10	D	E	ERROR CORRECTION		R
11	D	J	JUNKED		R
12	D	L	LOST/STOLEN		R
13	D	M	MERGE/SPLIT		R

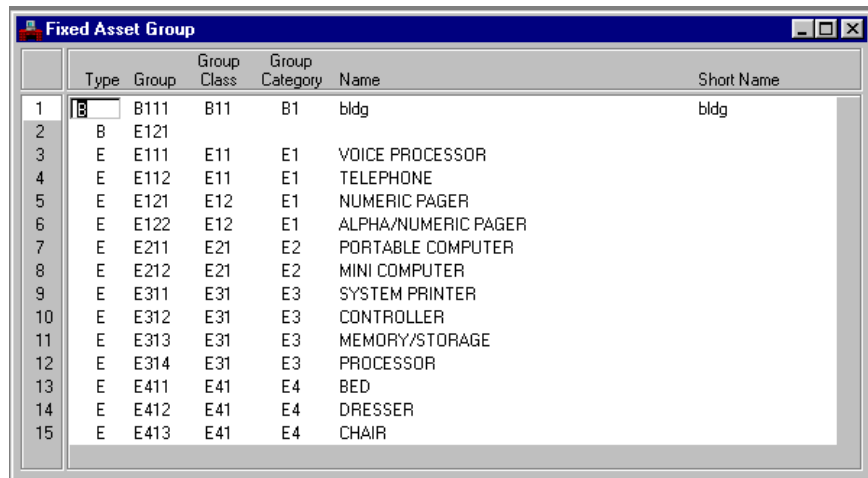
The Acquisition/Disposition (FADM) table is used to define valid acquisition and disposition method codes. When defining Acquisition Method, assets will fall within categories characterizing how the asset was acquired. When defining the Disposition Method, assets will fall within categories characterizing how the asset was retired. In each instance an expense or revenue account can be specified for the corresponding gain/loss to be posted at the time of sale or disposition.

Fixed Asset Type (FATP)

Fixed Asset Type							
	Type	Name	Short Name	Account	Accum Depr Account	Depr Ind	Date Ind
1	B	BUILDINGS	BUILDINGS	1706	1803	Y	A
2	C	CONSTRUCTION IN PROGRESS	CONS IN PROG	1720		N	A
3	E	EQUIPMENT	EQUIPMENT	1709	1805	Y	A
4	I	IMPROVEMENTS OTHER THAN BLDGS	IMPRVS OTHER	1703	1801	Y	A
5	L	LAND	LAND	1701		N	A
6	T	TOOLS	TOOLS	1715	1812	Y	A
7	V	VEHICLES	VEHICLES	1712	1808	Y	A
8							
9							
10							
11							
12							
13							
14							

The Fixed Asset Type (FATP) table is used to define the major types of fixed assets used in the State of Missouri. The system supports seven major types of assets recommended by GASB: land, buildings, improvements other than buildings, construction in progress, tools, equipment, and vehicles.

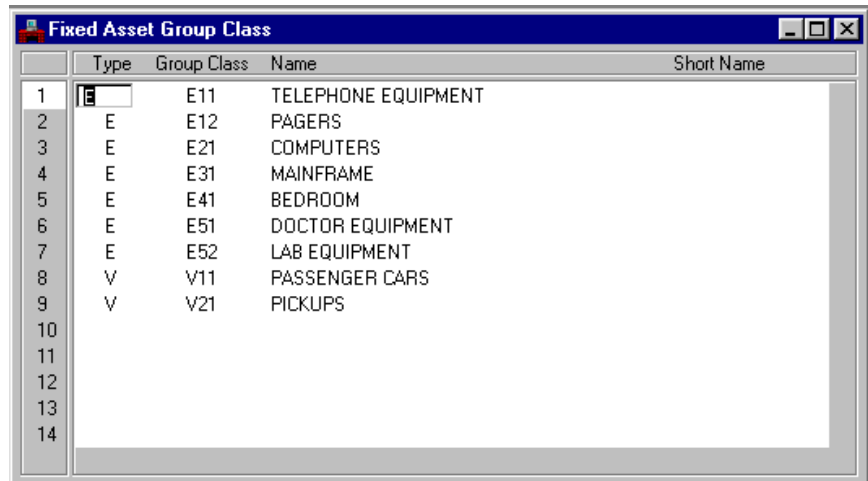
Fixed Asset Group (FGRP)



	Type	Group	Group Class	Group Category	Name	Short Name
1	B	B111	B11	B1	bldg	bldg
2	B	E121				
3	E	E111	E11	E1	VOICE PROCESSOR	
4	E	E112	E11	E1	TELEPHONE	
5	E	E121	E12	E1	NUMERIC PAGER	
6	E	E122	E12	E1	ALPHA/NUMERIC PAGER	
7	E	E211	E21	E2	PORTABLE COMPUTER	
8	E	E212	E21	E2	MINI COMPUTER	
9	E	E311	E31	E3	SYSTEM PRINTER	
10	E	E312	E31	E3	CONTROLLER	
11	E	E313	E31	E3	MEMORY/STORAGE	
12	E	E314	E31	E3	PROCESSOR	
13	E	E411	E41	E4	BED	
14	E	E412	E41	E4	DRESSER	
15	E	E413	E41	E4	CHAIR	

The Fixed Asset Group (FGRP) table is used to identify and describe the kind of the fixed asset on a more detailed level than the fixed asset type.

Fixed Asset Group Class (FGCS)



	Type	Group Class	Name	Short Name
1	B	E11	TELEPHONE EQUIPMENT	
2	E	E12	PAGERS	
3	E	E21	COMPUTERS	
4	E	E31	MAINFRAME	
5	E	E41	BEDROOM	
6	E	E51	DOCTOR EQUIPMENT	
7	E	E52	LAB EQUIPMENT	
8	V	V11	PASSENGER CARS	
9	V	V21	PICKUPS	
10				
11				
12				
13				
14				

The Fixed Asset Group Class (FGCS) table is for reporting purposes. It will define the relation of the fixed asset groups.

Fixed Asset Group Category (FGCT)

	Type	Group Category	Name	Short Name
1	E	E1	COMMUNICATION EQUIPMENT	
2	E	E2	DESKTOP COMPUTER	
3	E	E3	MAINFRAME/MINI EQUIPMENT	
4	E	E4	INSTITUTIONAL FURNITURE	
5	E	E5	MEDICAL/DENTAL EQUIPMENT	
6	V	V1	CARS	
7	V	V2	TRUCKS	
8				
9				
10				
11				
12				
13				
14				

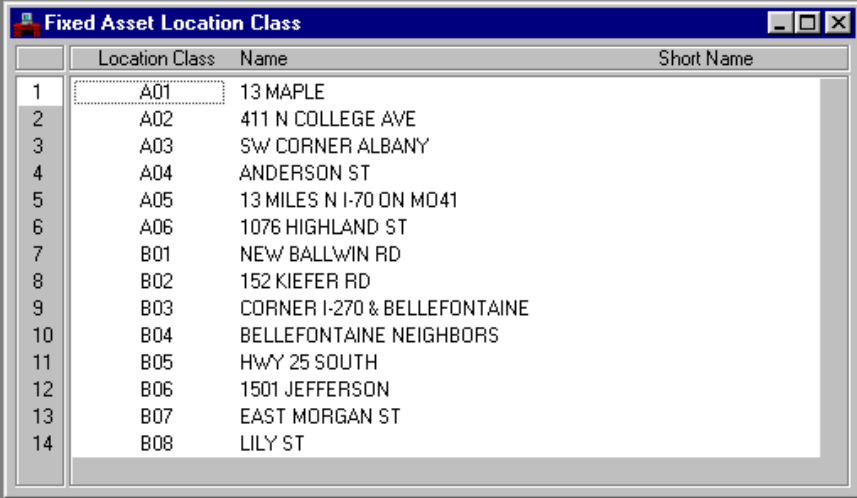
The Fixed Asset Group Category (FGCT) table is used for reporting purposes. It will define the collection of related group classes.

Fixed Asset Location (FLOC)

	Location	Name	Class	Category	Short Name
1	A001	MAINTENANCE BLDG	A01	AA	
2	A002	MAIN BLDG	A01	AA	
3	A003	ALBANY ARMORY	A02	AA	
4	A004	GENERAL BARN	A03	AA	
5	A005	ANDERSON ARMORY	A04	AB	
6	A006	ANDERSON VEHICLE STORAGE BLDG	A04	AB	
7	A007	DR M.W. HALL HOUSE	A05	AC	
8	A008	GC BINGHAM HOUSE	A05	AC	
9	A009	BRICK PAVILION	A05	AC	
10	A010	WPA OPEN SHELTER	A05	AC	
11	A011	CMU BATHHOUSE	A05	AC	
12	A045	AURORA ARMORY	A06	AD	
13	B001	NEW BALLWIN GROUP HOME	B01	BA	
14	B002	VISITOR CONTACT STATION	B02	BA	
15	B003	SERVICE BLDG/OFFICE	B02	BA	

The Fixed Asset Location (FLOC) table is used to identify the location of a fixed asset. The location code will identify the site number of the asset. Location is the lowest level of a three-level hierarchy.

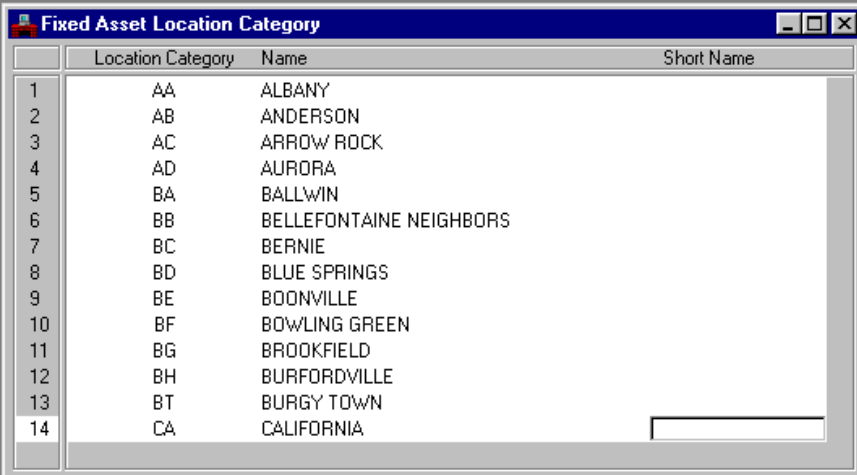
Fixed Asset Location Class (FLCS)



	Location Class	Name	Short Name
1	A01	13 MAPLE	
2	A02	411 N COLLEGE AVE	
3	A03	SW CORNER ALBANY	
4	A04	ANDERSON ST	
5	A05	13 MILES N I-70 ON MO41	
6	A06	1076 HIGHLAND ST	
7	B01	NEW BALLWIN RD	
8	B02	152 KIEFER RD	
9	B03	CORNER I-270 & BELLEFONTAINE	
10	B04	BELLEFONTAINE NEIGHBORS	
11	B05	HWY 25 SOUTH	
12	B06	1501 JEFFERSON	
13	B07	EAST MORGAN ST	
14	B08	LILY ST	

The Fixed Asset Location Class (FLCS) table is used for reporting purposes only. Location classes displays the related location codes. The location class could be the street address where the asset is located.

Fixed Asset Location Category (FLCT)



	Location Category	Name	Short Name
1	AA	ALBANY	
2	AB	ANDERSON	
3	AC	ARROW ROCK	
4	AD	AURORA	
5	BA	BALLWIN	
6	BB	BELLEFONTAINE NEIGHBORS	
7	BC	BERNIE	
8	BD	BLUE SPRINGS	
9	BE	BOONVILLE	
10	BF	BOWLING GREEN	
11	BG	BROOKFIELD	
12	BH	BURFORDVILLE	
13	BT	BURGY TOWN	
14	CA	CALIFORNIA	

The Fixed Asset Location Class (FLCS) table is used for reporting purposes only. Location classes displays the related location codes. Location class could be the city/state where the asset is located.

Fixed Asset Catalog (FCLG)

Fixed Asset Catalog						
	Catalog	Description	Type	Group	Useful Life	Depr Method
1	AUTO5500	COMPACT/MIDSIZE	V	V111	3	SL
2	AUTO5501	EXECUTIVE	V	V112	3	SL
3	AUTO5502	WAGON	V	V113	3	SL
4	AUTO5503	COMPACT	V	V211	4	SL
5	AUTO5504	1/2 TON	V	V212	4	SL
6	AUTO5505	3/4 TON	V	V213	4	SL
7	AUTO5506	1 TON	V	V214	4	SL
8	COMM1230	VOICE PROCESSOR	E	E111	2	SL
9	COMM1231	TELEPHONE	E	E112	2	SL
10	COMM1232	NUMERIC PAGER	E	E121	1	SL
11	COMM1233	ALPHA/NUMERIC PAGER	E	E122	1	SL
12	COMP1100	PORTABLE COMPUTER	E	E211	3	SL
13	COMP1101	MINI COMPUTER	E	E212	3	SL
14	COMP1102	SYSTEM PRINTER	E	E311	4	SL

The Fixed Asset Catalog (FCLG) table stores descriptive information associated with each group or catalog of commonly used assets. When a catalog number is entered it will populate the type, group, useful life and depreciation method of the asset fields on the Fixed Asset Acquisition (FA) document.

Fixed Asset Valuation (FVAL)

Fixed Asset Valuation							
	Fixed Asset Type	Code Type	Group / Class / Category	Years	Valuation Factor	Valuation Amount	Valuation Indicator
1	E	1	E111	002	15000		
2	E	3	E1	100		50.00	D
3	V	2	V11	005		100.00	I
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

The Fixed Asset Valuation (FVAL) table is used to define the parameters used by the Mass Revaluation process. Assets may be revalued by a specific dollar amount (increase/decreased) or by a specified percentage.

Manual Depreciation Input (MDEP)

Accumulated Depreciation Equity Accounts	
1	125.00
2	
3	
4	
5	
6	
7	
8	
Total	125.00

The Manual Depreciation Input table is used to manually enter a calculated depreciation dollar amount of an asset or an asset which depreciation does not fall with the guidelines of the catalog. The MDEP will update the depreciable amount in the SAM II system, however this transaction does not post the depreciable amount to the General Ledger.

If depreciation an asset is calculated manually, the Depreciation Method of the Acquisition/Valuation view of the Acquisition document must be populated with MC.

Condition/Last Inventory Date Update (FADU)

The Condition/Last Inventory Date Update (FADU) input table is used to update the date of the last inventory and/or condition of a particular asset or all assets at a particular location. If all assets at a particular location is desired for a last inventory date, the fixed asset number should not be entered on the FADU table. The fixed asset number must be entered if updating the last inventory/condition of a particular asset.

Balance Sheet Account Index (BACC)

	Fiscal Year	BS Account	BS Account Name	BS Class	BS Category	Account Type	BS Group	Reporting Category Option	Cash Account Indicator	FASB Class
1	99	1111	CASH	10	01	A1	N	Y		
2	99	1113	CASH IN BANK	10	01	A1	N	Y		
3	99	1115	CASH WITH TREASURER	10	01	A1	N	Y		
4	99	1119	AGENCY PETTY CASH	10	01	A1	N			
5	99	1122	FUNDS IN CUSTODY AND CONTROL O	10	01	A1	N			
6	99	1125	CASH NON-EXPENDABLE TRUST	11	01	A2	N			
7	99	1201	INVESTMENTS	12	01	A3	N			
8	99	1203	INVESTMENTS WITH STATE TREASUR	12	01	A3	N			
9	99	1206	INVESTMENTS - SHORT TERM	12	01	A3	N			
10	99	1209	INVESTMENTS - LONG TERM	12	01	A3	N			
11	99	1221	INVESTED SECURITIES LENDING CO		01	A4	N			
12	99	1301	BILLED RECEIVABLE - CONTROL	14	01	A6	N			
13	99	1303	ACCOUNTS RECEIVABLE	14	01	A6	N			
14	99	1306	EST UNCOLLECTIBLE ACCOUNTS REC	14	01	A6	N			

The Balance Sheet Account Index (BACC) table displays codes for each asset liability, reserve or fund balance account in the system. Account type 01 represents Assets, account type 02 represent Liabilities, account type 03 represents Fund Balance, and account type 11 represents Asset Offset to Expenses.

Exercise I: Viewing Reference Tables



Scenario:

Using the GoTo window, take 10 minutes to view and become familiar with the Fixed Asset Reference Tables.

Complete the following exercise:

- Step 1.** GoTo the Acquisition/Disposition (FADM) table.
- Step 2.** Populate the table using the Browse Data icon.
- Step 3.** Use the More Data icon to view additional codes.
- Step 4.** Close the Acquisition/Disposition (FADM) table.
- Step 5.** GoTo the Fixed Asset Type (FATP) table.
- Step 6.** Populate the table using the Browse Data icon.
- Step 7.** Highlight the Account field of the Vehicles types.
- Step 8.** Use the Field Help icon for an explanation of the Vehicle Account Type.
- Step 9.** Close the Field Help window.
- Step 10.** Close the Fixed Asset Type (FATP) table.

Using the steps above as reference, view the following tables. Be sure to use the Field Help for an explanation of the various codes, classes, categories, and groups.

Fixed Asset Group (FGRP)

Fixed Asset Group Class (FGCS)

Fixed Asset Group Category (FGCT)

Fixed Asset Location (FLOC)

Fixed Asset Location Class (FLCS)

Fixed Asset Location Category (FLCT)

Fixed Asset Catalog (FCLG)

Fixed Asset Valuation (FVAL)

Balance Sheet Account Index (BACC)

Documents

Topic Objectives

After completing this topic, you will be able to:

- Process Acquisition documents.
- Add betterments to an existing asset.
- Transfer assets within funds.
- Modify Fixed Assets documents.
- Dispose of an asset.

Topic Overview

Documents are used to enter fixed assets transactions in the SAM II system. Each document has a unique number and window where you enter information online. Documents can then be schedule for offline or immediate processing. Once information has been entered into the document, it is edited and validated against the fixed assets reference tables. If the documents are error free, they are accepted and appropriate updates are made. This section introduces you to the following documents:

- Fixed Asset Acquisition (FA)
- Fixed Asset Betterment (FB)
- Fixed Asset Modification (FC)
- Fixed Asset Internal Sale (FS)
- Fixed Asset Transfer (FT)
- Fixed Asset Disposition (FD)

Fixed Asset Acquisition (FA)

The screenshot shows a software window titled "Batch: Document: FA 300 SMC1". It contains several input fields and sections:

- Transaction Date:** A date field with slashes for month, day, and year.
- Acctg Period:** A date field with slashes for month, day, and year.
- Gov't Fund Federal Billing:** Radio buttons for "Fed Aid Charge", "Project Charge", and "None".
- Fixed Asset Number:** A text input field.
- Catalog:** A text input field.
- Description:** A section with a tabbed interface. The "Description" tab is active, showing fields for "Asset Description", "Units", "Funding Source", "Manufacturer", "Model Number", and "Serial Number".
- Acquisition / Valuation:** A tabbed interface with fields for "Complex / Building", "Location", "Surface Area", "Plat Number", "In Service Date", and "Group".
- Equity Distribution:** A tabbed interface.
- Responsibility Center:** A section with fields for "Fund", "Agency", "Organization", "Activity", and "Object".

The Fixed Asset Acquisition (FA) document is used to record a newly acquired fixed asset by an agency. It contains both accounting and descriptive information of an asset.

Agencies are responsible for recording acquisitions of land, buildings, equipment and furniture, improvements other than buildings, and vehicles into the SAM II system. All purchased assets or donated, traded, or transferred assets with a historical cost or fair market value of \$250 or more including the cost to place the asset into service must be capitalized and recorded in the SAM II system.

All assets recorded in the system must have a unique Fixed Asset Number. A Fixed Asset number is determined by the acquiring agency. The first three digits of the fixed asset number must be the operating agency number and can be up to 12 characters afterwards. The asset must be tagged with identifying information designating ownership of the asset except land and buildings. A clear and valid description of the asset should be included along with the building or complex where the asset is located.

The agency responsible for the asset must complete the information in the Responsibility Center section. If the FA document is opened from the Generated Fixed Asset Transaction Inquiry (FAPV) table the FA shell will have this information pre-populated.

Acquisition/Valuation view

Batch: Document: FA 300 SMC1

Transaction Date: / / Acctg Period: / Gov't Fund Federal Billing
☒ New ☐ Cancellation Type:
 Fixed Asset Number: Catalog:
☒ Fed Aid Charge
☐ Project Charge
☐ None

Description Acquisition / Valuation Equity Distribution

Acquisition
 Acquisition Date: / / Acq Method: Purchasing Auth:
 Vendor: Name:
☐ Construction in Progress Reversal Entry Project:
Valuation
 Valuation Date: / / Valuation Amount:
 Useful Life: Closing Costs:
 Replacement Date: / / Salvage Value:
 Depr Method: Memo Disp Value:
 Total Asset Value:

The Acquisition/Valuation view requires information pertaining to the purchase, value, and life span of the asset acquired. The date and the method the asset was acquired are required in the acquisition section. If completing the valuation date the valuation amount must also be entered. The Total Asset Value is required in this section. The acquisition/valuation section must be completed in order to process the FA document.

Equity Distribution view

The screenshot shows a software window titled "Batch: Document: FA 300 SMC1". It contains several input fields and a table. The "Transaction Date" is set to "/ /". The "Acctg Period" is set to "/". The "Gov't Fund Federal Billing" section has three radio buttons: "Fed Aid Charge" (selected), "Project Charge", and "None". The "Fixed Asset Number" and "Catalog" fields are empty. Below these fields are three tabs: "Description", "Acquisition / Valuation", and "Equity Distribution" (which is selected). The "Equity Distribution" tab contains a table with two columns: "Equity Account" and "Asset Value". There are eight rows in this table, numbered 1 through 8. Below the table is a "Description" section with six input fields, numbered 1 through 6.

Equity Account	Asset Value
1	
3	
5	
7	
2	
4	
6	
8	

Description
1
4
2
5
3
6

The Equity Distribution view defines the ownership of the asset as it relates to the balance sheet account that determines the calculation of the depreciation. The proportionate share of each funding source should be recorded on the Equity Distribution section with the appropriate Balance Sheet Account(s) and the value of the asset

Ensure that the equity account is valid on the Balance Sheet Account Index (BACC) and has an account type of 03, fund balance. The asset value is the proportion of the total asset value associated with each equity account. The General Revenue Fund should be used as the ownership fund for all donated assets.

If completing the description fields of the Equity Distribution section the fields require the following information:

1. Employee name, badge number, or ID number
2. Grant number if applicable or leave blank
3. Warranty or service contract data
4. Room number
5. Desired data or leave blank
6. Tag number

Exercise II: Creating an Acquisition (FA) document.



Scenario:

The maintenance department of your agency has just purchased a 1 ton pick-up truck to be used for a variety tasks. Complete the FA document to record the asset in SAM II.

Complete the following exercise:

- Step 1.** From the **Fixed Assets** Business Area, click on the **Acquiring Assets** Business Function to open the FA document.

Note: The Batch/Document Entry window appears with the Fixed Asset Acquisition automatically selected in the Document Type Field.

- Step 2.** Enter agency **375** in the first section of the Document ID field.
- Step 3.** Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.
- Step 4.** Select **OK**. The FA appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:

- Step 5.** Enter the following information:

- Step 6.** *Type: V*
*Fixed Asset Number: **Provided by instructor***
*Catalog: **Use the Find Code icon to locate 1 Ton pick-up catalog code***
*Gov't Fund Federal Billing: **None***
*Complex/Building: **Your agency's building***
*Location: **Use the Find Code icon to locate the location code of the Administration building***
*Fund: **0101***
*Agency: **375***
*Organization: **1375***

- Step 7.** Click on the **Acquisition/Valuation** tab. The Acquisition/Valuation view appears.
- Step 8.** Enter the following information:
- Step 9.** *Acquisition Date: 03/01/1999*
Acq Method: P
Total Asset Value: 6000.00
- Step 10.** Click on the **Equity Distribution** tab. The Equity Distribution view appears.
- Step 11.** *Equity Account: Use the Find Code icon to find the BA Account Code 3001*
Asset Value: 6000.00

Process the Document

The steps to a document are always the same:

Step 1. Edit the document by selecting **Process: Edit**

Note: You should receive the Message: “READY FOR APPROVAL 1”

You may receive various warning messages. Remember that warning messages are identified by a “W” in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

Step 2. Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user’s worklist for approval. For training purposes, your document will route directly to your own worklist.

Step 3. Open your worklist and locate your document.

Step 4. Open the document by double-clicking on the Work ID

Step 5. Select **Process: Approve** to apply approval to the document. You should receive the message “APPROVAL 1 APPLIED”.

Step 6. Process the document by select **Process: Run**

Once you have run your document, it is processed. The system updates all related tables and the document is listed with an (ACCPT) status.

Exercise II con't.

Using the same steps, enter the following information to enter a new acquisition for the purchase of a new laptop computer and process the new acquisition.

*Fixed Asset Number: **Provided by Instructor***

*Type: **E***

*Catalog: **Use the Find Code icon to locate the Portable Computer code***

*Gov't Fund Federal Billing: **None***

*Complex/Building: **Your agency's building***

*Location: **Use the Find Code icon to locate the location of the Administration building***

*Fund: **0101***

*Agency: **375***

*Organization: **1375***

Click on the **Acquisition/Valuation** tab

*Acquisition Date: **03/01/1999***

*Acq Method: **P***

*Total Asset Value: **900.00***

Click on the **Equity Distribution** tab

*Equity Account: **Use the Find Code icon to find the BA Account Code 3001***

*Asset Value: **900.00***

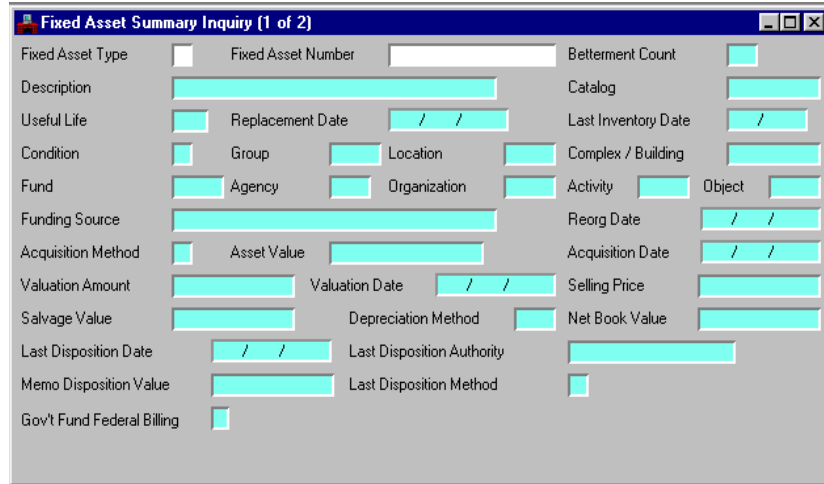
Document ID number:

Updated Inquiry Tables

The following commonly used inquiry tables are updated when a Fixed Asset Acquisition document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset by Tag Number Inquiry (FBTT)
- Fixed Asset History Inquiry (FHIS)

Fixed Asset Summary Inquiry (FAS1) & (FAS2)



Fixed Asset Summary Inquiry (1 of 2)

Fixed Asset Type ☐ Fixed Asset Number Betterment Count ☐

Description Catalog

Useful Life Replacement Date / / Last Inventory Date / /

Condition ☐ Group Location Complex / Building

Fund Agency Organization Activity Object

Funding Source Reorg Date / /

Acquisition Method ☐ Asset Value Acquisition Date / /

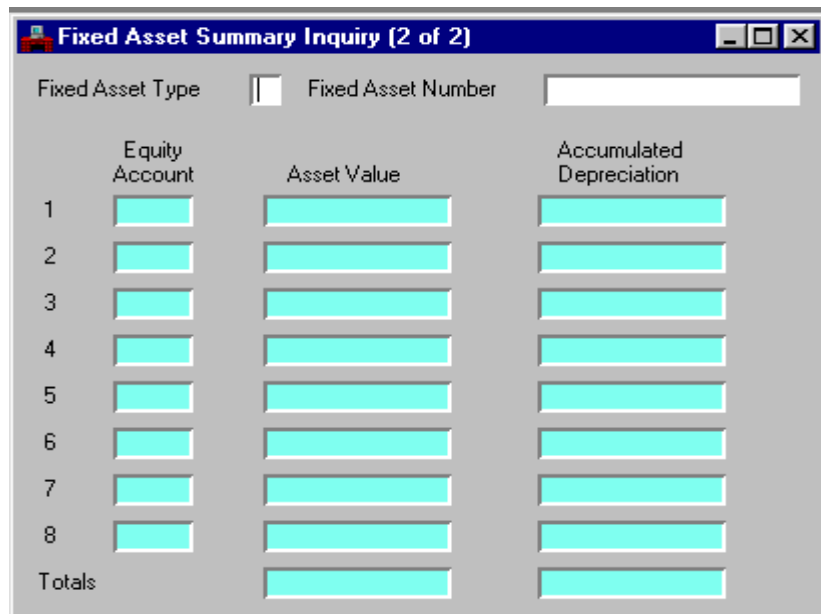
Valuation Amount Valuation Date / / Selling Price

Salvage Value Depreciation Method ☐ Net Book Value

Last Disposition Date / / Last Disposition Authority

Memo Disposition Value Last Disposition Method ☐

Gov't Fund Federal Billing ☐



Fixed Asset Summary Inquiry (2 of 2)

Fixed Asset Type ☐ Fixed Asset Number

	Equity Account	Asset Value	Accumulated Depreciation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals		<input type="text"/>	<input type="text"/>

The Fixed Asset Summary Inquiry Screen (FAS1) will display summary information pertaining to the location and value of the asset, and its betterments. It does not include the equity distribution of an existing asset.

The Fixed Asset Summary Inquiry Screen (FAS2) will display the equity distribution of an asset including the original asset and its betterments. The equity distribution defines the ownership of the asset as it relates to the balance sheet account that determines the calculation of the depreciation.

Fixed Asset Betterment Inquiry (FBT1) & (FBT2)

Fixed Asset Betterment Inquiry (1 of 2)

Fixed Asset Type	Fixed Asset Number	Betterment Number
Description		
Serial Number	Model Number	
Manuf Number	<input type="checkbox"/> GP Reversal Entry	
Vendor	Vendor Name	
Project	Area	Plat Number
Closing Costs	Units	Condition
Last Inventory Date	Acquisition Method	Acq Date
In Service Date	Asset Value	
Selling Price	Purchase Authority	
Salvage Value	Net Book Value	
Disposition Date	Disposition Method	
Disposition Authority	Memo Disposition Value	

Description

1		2		3	
4		5		6	

Fixed Asset Betterment Inquiry (2 of 2)

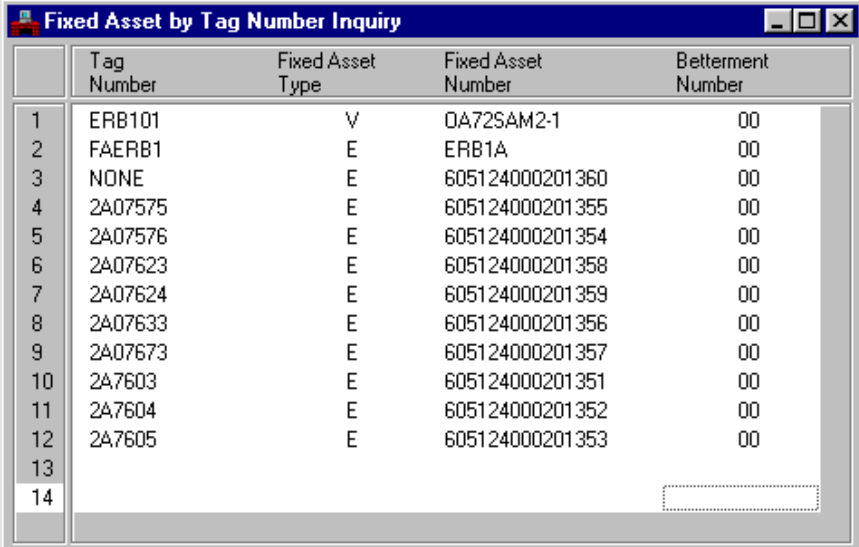
Fixed Asset Type	Fixed Asset Number
Betterment Number	

	Equity Account	Betterment Value	Accumulated Depreciation
1			
2			
3			
4			
5			
6			
7			
8			
Totals			

The Fixed Asset Betterment Inquiry Screen (FBT1) displays the betterment data recorded for each asset. It includes identification and valuation information of the asset.

The Fixed Asset Betterment Inquiry Screen (FBT2) stores the equity distribution for the original asset or the betterment added to an asset.

Fixed Asset by Tag Number Inquiry (FBTT)



	Tag Number	Fixed Asset Type	Fixed Asset Number	Betterment Number
1	ERB101	V	0A72SAM2-1	00
2	FAERB1	E	ERB1A	00
3	NONE	E	605124000201360	00
4	2A07575	E	605124000201355	00
5	2A07576	E	605124000201354	00
6	2A07623	E	605124000201358	00
7	2A07624	E	605124000201359	00
8	2A07633	E	605124000201356	00
9	2A07673	E	605124000201357	00
10	2A7603	E	605124000201351	00
11	2A7604	E	605124000201352	00
12	2A7605	E	605124000201353	00
13				
14				

The Fixed Asset by Tag Number Inquiry Screen (FBTT) is used to classify an asset by its tag number. It also includes the asset type, number and betterment number.

Fixed Asset History Inquiry (FHIS)

Fixed Asset History Inquiry

Fixed Asset Type: Fixed Asset Number:

	Change Date	Forward Reference	Transaction ID	Acquisition Date	Betterment Number	Asset Value	Fund	Agency
1	99 01 28		FA 605 GW2A 1A		00	3,500.00	D001	D01
2	99 01 28		FA 605 GW2A 1	01 28 1999	00	3,500.00	D001	D01
3								
4								
5								

Fixed Asset History Inquiry

Fixed Asset Number:

Org	Activity	Object	Group	Location	Complex / Building	Depreciation Method	Salvage Value
D001				A002			0.00
D001				A002	BBBB	NA	1,000.00

The Fixed Asset History Inquiry Screen (FHIS) is used to track updates and changes made against each fixed asset. Assets are identified and accessed by the fixed asset type and number.

Canceling a Fixed Asset Acquisition Document

A Fixed Asset Acquisition (FA) document that was entered in error can be canceled if the error, asset number, type, or accounting code cannot be modified with the Fixed Asset Modification (FC) document. This process takes four steps to complete:

1. Access a blank FA document
2. Re-enter the Fixed Asset Number of the asset record to be canceled
3. Select Cancellation , and
4. Process the FA document

A new FA document must be completed to replace the canceled asset.

Fixed Asset Betterment (FB)

Batch: Document: FB 300 SMC1

Transaction Date: / / Accounting Period: /

Fixed Asset Number: Type: ☐ Betterment Number:

Acquisition / Valuation Equity Distribution

Acquisition

Description: Units: /

Manufacturer: Model Number: /

Serial Number: In Service Date: / /

Surface Area: Plat Number: Acquisition Date: / /

Acq Method: Purchasing Authority: /

☐ Construction in Progress Reversal Entry Project: Vendor: /

Name: /

Valuation

Closing Costs: Salvage Val: Total Betterment Val: /

The Fixed Asset Betterment (FB) document is used to record any additions or improvements to an existing fixed asset. A betterment adds value, increases the useful life or efficiency of the asset. Betterments are added and disposed of individually like any other asset. Depreciation of betterments will be calculated using the depreciation method of the original asset.

All additions, renovations, or improvements that increase the economic benefits of an asset should be capitalized. Expenditures that maintain a given level of routine service should be expensed.

To add a betterment to an existing asset determine if there is an existing acquisition record (FA) to add the betterment. A Fixed Asset Acquisition (FA) document must exist before a betterment can be recorded.

Betterment Numbers must range from 01 – 99. Each betterment record is independent of the original asset record. Review the capitalization policy to determine the betterment should be capitalized and not expensed.

The total betterment value must equal the sum of all asset values associated with all equity account distribution.

Equity Distribution view

Batch: Document: FB 300 SMC1

Transaction Date: / / Accounting Period: /

Fixed Asset Number: Type: Betterment Number:

Acquisition / Valuation Equity Distribution

Equity Distribution

Equity Account	Betterment Value	Equity Account	Betterment Value
1		2	
3		4	
5		6	
7		8	

Description:

1		2		3	
4		5		6	

The equity distribution view describes the ownership of the asset as it relates to the balance sheet account. If there is a change in the original asset equity account, enter a balance sheet account representing the ownership of the betterment. Ensure that it is valid on the Balance Sheet Account Index (BACC) and has an account type of 03.

If completing the description fields of the Equity Distribution section the fields require the following information:

1. Employee name, badge number, or ID number
2. Grant number if applicable or leave blank
3. Warranty or service contract data
4. Room number
5. Desired data or leave blank
6. Tag number

Exercise III: Creating a Betterment (FB) document.



Scenario:

Your agency has decided purchased a camper shell to be placed on the back of the pick-up truck. The shell allows your cover the back of the truck to keep materials and supplies dry while transporting during inclement weather. It will also extend the life of the bed of the truck. This shell adds an additional \$1,100 to the value of the pick-up. Complete the FB document to record the betterment to your pick-up truck.

Complete the following exercise:

- Step 1.** From the **Fixed Assets** Business Area, click on the **Asset Improvement** Business Function to open the FB document.

Note: The Batch/Document Entry window appears with the Fixed Asset Betterment automatically selected in the Document Type Field.

- Step 2.** Enter agency **375** in the first section of the Document ID field.
- Step 3.** Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.
- Step 4.** Select **OK**. The FB appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:

- Step 5.** Enter the following information:
- Step 6.** *Fixed Asset Number: **Provided by Instructor***
*Type: **V***
*Betterment Number: **01***
*Description: **Camper Shell***
*Acquisition Date: **03/05/1999***

Acq Method: P

Total Betterment Value: 1100.00

- Step 7.** Click on the **Equity Distribution** tab. The Equity Distribution view appears.
- Step 8.** Enter the following information:
- Step 9.** *Equity Account: 3001*
Betterment Value: 1100.00

Process the Document

The steps to a document are always the same:

Step 1. Edit the document by selecting **Process: Edit**

Note: You should receive the Message: “READY FOR APPROVAL 1”

You may receive various warning messages. Remember that warning messages are identified by a “W” in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

Step 2. Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user’s worklist for approval. For training purposes, your document will route directly to your own worklist.

Step 3. Open your worklist and locate your document.

Step 4. Open the document by double-clicking on the Work ID

Step 5. Select **Process: Approve** to apply approval to the document. You should receive the message “APPROVAL 1 APPLIED”.

Step 6. Process the document by select **Process: Run**

Once you have ran your document, it is processed. The system updates all related tables and the document is listed with an (ACCPT) status.

Updated Inquiry Tables

The following commonly used inquiry tables are updated when a Fixed Asset Betterment document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset History Inquiry (FHIS)

Fixed Asset Modification (FC)

Batch: Document: FC 300 SMC

Transaction Date: / / Accounting Period: / Gov't Fund Federal Billing

Fixed Asset Number: Type: Betterment Number: ☐ Fed Aid Charge ☐ Project Charge ☐ None

Description Status Equity Distribution

Description

Description: Units: Funding Source: Manufacturer: Model Number: Serial Number: Group: Complex / Bldg: Location: Surface Area: Plat Number: In Service Date: / /

The Fixed Asset Modification (FC) document is used to modify an existing fixed asset document. The FC document can be used to modify the following areas of any Fixed Asset document: description, amount, asset location, transfer price, selling price at disposition, valuation amount, and valuation date.

To process a FC document determine which fields on the fixed asset document should be changed and if the FC is the proper document for making the changes. Complete the appropriate fields of the FC document and process the document. Route the document for approval.

The FC document cannot be used to modify a fixed asset number, accounting codes or equity account codes if depreciation has been accumulated.

The following fields cannot be changed using the FC document; Fixed Asset Number, Fixed Asset Type, Fund, Agency, Organization, Activity, Object, and Equity Account. If an error is within one of these areas, the FA document must be canceled and a new FA document must be established.

Status view

The screenshot shows the 'Status' view of a fixed asset. The window title is 'Batch: Document: FC 300 SMC'. It contains several input fields and tabs. The 'Status' tab is selected. The 'Acquisition' section includes fields for Acq Date, Acquisition Method, Purchasing Authority, Vendor, Construction in Progress Reversal Entry, and Name. The 'Valuation' section includes fields for Valuation Date, Useful Life, Replacement Date, Depr Method, Valuation Amt, Closing Costs, Salvage Value, and Revised Asset Value. The 'Disposition' section includes fields for Disp Date, Disposition Method, Disposition Auth, Memo Disposal Value, and Change in Selling Price. There are also radio buttons for Gov't Fund Federal Billing (Fed Aid Charge, Project Charge, None) and Change in Selling Price (Def, Inc, Dec).

Status

The Status view contains information regarding the Acquisition, Valuation and Disposition for the modification of the existing asset.

Equity Distribution view

The screenshot shows the 'Equity Distribution' view of a fixed asset. The window title is 'Batch: Document: FC 300 SMC'. It contains several input fields and tabs. The 'Equity Distribution' tab is selected. It features a table with 8 rows and 4 columns: Equity Account, Revised Asset Value, Equity Account, and Revised Asset Value. Below the table is a 'Description' section with 6 rows and 3 columns. There are also radio buttons for Gov't Fund Federal Billing (Fed Aid Charge, Project Charge, None) and Change in Selling Price (Def, Inc, Dec).

Equity Account	Revised Asset Value	Equity Account	Revised Asset Value
1		2	
3		4	
5		6	
7		8	

Description		
1	2	3
4	5	6

The Equity Distribution view defines the ownership of the asset as it relates to the balance sheet account. If an equity account was entered, enter the new asset value. If zeros are entered and there is no depreciation for the equity line, the equity line is deleted. If the

asset value change, enter the entire equity distribution. For example, if an asset is split over four equity accounts and the third asset value is changed, then you must enter all four equity accounts and asset values.

If completing the description fields of the Equity Distribution section the fields require the following information:

1. Employee name, badge number, or ID number
2. Grant number if applicable or leave blank
3. Warranty or service contract data
4. Room number
5. Desired data or leave blank
6. Tag number

Exercise IV: Modifying an Asset (FC) document.



Scenario:

Because of the covered parking garage, your agency has decided to house the pick-up at the maintenance bldg. Complete the FC document to record the new location of the pick-up truck.

Complete the following exercise:

- Step 1.** From the **Fixed Assets** Business Area, click on the **Modifying Asset** Business Function to open the FC document.

Note: The Batch/Document Entry window appears with the Fixed Asset Modification automatically selected in the Document Type Field.

- Step 2.** Enter agency **375** in the first section of the Document ID field.
- Step 3.** Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.
- Step 4.** Select **OK**. The FC appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:
-

- Step 5.** Enter the following information:

- Step 6.** *Fixed Asset Number: **Provided by Instructor***
*Gov't Fund Federal Billing: **None***
*Type: **V***
*Betterment Number: **00***
*Gov't Fund Federal Billing: **None***
*Complex/Bldg: **Maint.***
*Location: **use the Find Code to locate the Location Code of the maintenance building***

Process the Document

The steps to a document are always the same:

Step 1. Edit the document by selecting **Process: Edit**

Note: You should receive the Message: “READY FOR APPROVAL 1”

You may receive various warning messages. Remember that warning messages are identified by a “W” in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

Step 2. Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user’s worklist for approval. For training purposes, your document will route directly to your own worklist.

Step 3. Open your worklist and locate your document.

Step 4. Open the document by double-clicking on the Work ID

Step 5. Select **Process: Approve** to apply approval to the document. You should receive the message “APPROVAL 1 APPLIED”.

Step 6. Process the document by select **Process: Run**

Once you have ran your document, it is processed. The system updates all related tables and the document is listed with an (ACCPT) status.

Adding an Equity Account Code

When processing an Acquisition (FA) or Betterment (FB) document you must always enter an Equity Account code from the Balance Sheet Account Index (BACC) table. This code represents which fund the asset or betterment was purchased.

The Acquisition (FA) document maintains the Equity Account code(s) of the original asset. When adding a betterment to an existing fixed asset, an additional Equity Account code may need to be added to the original FA document. The Fixed Asset Summary 2 of 2 (FAS2) screen will display the existing Equity Account code(s) of an asset.

If an Equity Account code does not presently exist on the FA document the following steps must be followed in order to add a new Equity Account code.

- Step 1.** Open an FC document
- Step 2.** Enter the Fixed Asset number
- Step 3.** Enter the Fixed Asset type
- Step 4.** Select the proper Gov't Fund Federal Billing option
- Step 5.** Go to the Equity Distribution view
- Step 6.** Enter the current Equity Account code(s) and Asset Value amount(s) from the original FA document (in the order listed) on the Equity Account and Revised Asset Amount fields
- Step 7.** Enter the new Equity Account code in the next available Equity Account field
- Step 8.** Enter 0.00 in the Revised Asset Amount
- Step 9.** Go to the Status view
- Step 10.** Enter the total from the Revised Asset Amount column(s) in the Revised Asset Value field of the Valuation section.
- Step 11.** Process the FC document

Once the Modification (FC) document has processed and approved the new Equity Account code will be added to the Fixed Asset Summary 2 of 2 (FAS2) inquiry screen.

Updated Inquiry Tables

The following commonly used inquiry tables are updated when a Fixed Asset Modification document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset History (FHIS)

Fixed Asset Transfer (FT)

Batch: Document: FT 300 SMC

Transaction Date: / / Accounting Period: /

Type of Transfer: ☒ One ☐ Two

New Responsibility Center

New Fund: New Agency: New Organization:

New Activity: New Object:

Fixed Asset Number:

Type: ☐

New Group: ☐

New Complex / Building: ☐

New Location: ☐

The Fixed Asset Transfer (FT) document is used to transfer ownership of an existing fixed assets if the transfer is within the same agency and the fixed asset number does not change.

After the completion of the transfer document, the original owner agency must notify the Missouri State Agency for Surplus Property (SASP) of the transfer.

If transferring an asset from one agency to another with changes in the fund, agency, or fixed asset number, the owner agency must process a Fixed Asset Disposition (FD) document to delete the asset from their inventory. The agency receiving the asset must process the Fixed Asset Acquisition (FA) document to add the asset to their inventory. In this scenario the FT document will not be used.

To process a FT document determine the Transfer Type. If the transfer of ownership is Type 2, notify the SASP about the transfer and complete the FT document if required. Process the document and route for approval.

Exercise V: Transferring an Asset (FT) document.



Scenario:

Due to non-use, your organization has decided to transfer the laptop computer to another organization within the agency.

Complete the following exercise:

- Step 1.** From the **Fixed Assets** Business Area, click on the **Transferring Assets** Business Function to open the FT document.

Note: The Batch/Document Entry window appears with the Fixed Asset Transfer automatically selected in the Document Type Field.

- Step 2.** Enter agency **375** in the first section of the Document ID field.
- Step 3.** Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.
- Step 4.** Select **OK**. The FT appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:
-

- Step 5.** Enter the following information:

- Step 6.** *Type of Transfer: Two*
New Fund: 0101
New Agency: 375
New Organization: 2000
Fixed Asset Number: Provided by Instructor
Type: E

Process the Document

The steps to a document are always the same:

Step 1. Edit the document by selecting **Process: Edit**

Note: You should receive the Message: “READY FOR APPROVAL 1”

You may receive various warning messages. Remember that warning messages are identified by a “W” in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

Step 2. Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user’s worklist for approval. For training purposes, your document will route directly to your own worklist.

Step 3. Open your worklist and locate your document.

Step 4. Open the document by double-clicking on the Work ID

Step 5. Select **Process: Approve** to apply approval to the document. You should receive the message “APPROVAL 1 APPLIED”.

Step 6. Process the document by select **Process: Run**

Once you have ran your document, it is processed. The system updates all related tables and the document is listed with an (ACCPT) status.

Updated Inquiry Tables

The following commonly used inquiry tables are updated when an Acquisition document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset History Inquiry (FHIS)

Fixed Asset Internal Sale (FS)

Batch: Document: FS 300 SMC

Transaction Date: / / Accounting Period: /

Fixed Asset Number: Type:

Sale Data | New Equity Distribution

Sale Data

New Complex / Building: Betterment Carry Flag: New Location:

Gain / Loss Account Type: ☒ Revenue ☐ Expense New in Service Date: / /

New Useful Life: New Depreciation Method: New Acquisition Date: / /

New Purchasing Authority: Disposition Authority:

New Salvage Value: Transfer Price:

New Responsibility Center

New Fund: New Agency: New Organization:

New Activity: New Object:

The Fixed Asset Internal Sale (FS) document is used when an asset is sold within an agency and the fixed asset number is not changed.

If the fixed asset number changes, the agency transferring the asset will complete a disposition document (FD) and the agency receiving the asset will complete an acquisition document (FA).

Governmental and Proprietary Fund Internal Sale

The FS document can be used to record a sale between a governmental fund and proprietary fund or between two proprietary funds. If the sale is between two governmental funds or the same proprietary fund and the asset number or agency number does not change, use the Fixed Asset Transfer (FT) document.

In an internal sale involving a proprietary fund, a gain/loss on sale is posted to the appropriate System Special Account (SPEC) table. When the transaction is accepted, the system generates an asset record under the new agency/organization or same agency but new organization. This procedure requires the Missouri State Agency for Surplus Property (SASP) rules to be followed for any internal sale unless the state agency is exempted by statute.

Agencies will be responsible for completing the FS document when the asset is transferred to another organization and fixed asset number is the same. Sale transactions can be processed

directly between the selling agency and the acquiring agency when the SASP guidelines are followed.

New Equity Distribution view

Equity Account		Asset Value	
1			
3			
5			
7			
2			
4			
6			
8			

The New Equity Distribution view defines the ownership of the asset as it relates to the balance sheet account that determines the calculation of the depreciation and the asset value. Enter a balance sheet account representing the ownership of the asset. Insure that the account is valid on the Balance Sheet Account Index (BACC) table and has an account type of 03.

If the equity account is entered, enter the proportion of the total asset value associated with each equity account.

To process an FS document determine if the sale is between a governmental and a proprietary fund or between two proprietary funds. The original fixed asset number and type must be entered to link the existing asset record to the asset being sold and determine if there has been a gain or loss on the sale for the proprietary funds only. Process the document and route for approval.

Exercise VI: Internal Sale (FS) document.



Scenario:

Your organization is going to sell the 1 Ton pick-up to another organization within the agency.

Complete the following exercise:

- Step 1.** From the **Fixed Assets** Business Area, click on the **Internal Sale** Business Function to open the FS document.
- Note: The Batch/Document Entry window appears with the Fixed Asset Internal Sale automatically selected in the Document Type Field.
- Step 2.** Enter agency **375** in the first section of the Document ID field.
- Step 3.** Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.
- Step 4.** Select **OK**. The FS appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:
-
- Step 5.** Enter the following information:
- Step 6.** *Fixed Asset Number: **Provided by Instructor***
*Type: **V***
*Betterment Carry Flag: **Y***
*Location: **Use the Find Code icon to locate the Service Building location code***
*New Acquisition Date: **Today's date***
*Disposition Authority: **Alexander Young***
*Transfer Price: **7800.00***
*New Fund: **0403***
*New Agency: **650***
*New Organization: **3110***
- Step 7.** Click on the **New Equity Distribution** tab. The New Equity Distribution view appears.

Step 8. Enter the following information:

Step 9. *Equity Account: 3001*
Asset Value: 7,800.00

Process the Document

The steps to a document are always the same:

Step 1. Edit the document by selecting **Process: Edit**

Note: You should receive the Message: “READY FOR APPROVAL 1”

You may receive various warning messages. Remember that warning messages are identified by a “W” in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

Step 2. Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user’s worklist for approval. For training purposes, your document will route directly to your own worklist.

Step 3. Open your worklist and locate your document.

Step 4. Open the document by double-clicking on the Work ID

Step 5. Select **Process: Approve** to apply approval to the document. You should receive the message “APPROVAL 1 APPLIED”.

Step 6. Process the document by select **Process: Run**

Once you have ran your document, it is processed. The system updates all related tables and the document is listed with an (ACCPT) status.

Updated Inquiry Tables

The following commonly used inquiry tables are updated when an Acquisition document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset History Inquiry (FHIS)

Fixed Asset Disposition (FD)

The screenshot shows a software window titled "Batch: Document: FD 300 SMC". It contains a form with the following fields:

Transaction Date	/ /	Accounting Period	/
Fixed Asset Number		Type	<input type="checkbox"/>
Acquisition Date		Asset Value	
Disposition Date	/ /	Disposition Method	<input type="checkbox"/>
Disposed Units		Disposition Authority	
Selling Price			
Asset Description			

The Fixed Asset Disposition (FD) document is used to record the disposition of an asset. Any asset that is no longer owned by state agencies should be disposed or retired from the system. The Missouri State Agency for Surplus Property (SASP) must be notified of all asset disposals. Individual betterment units can be disposed of independently of the original asset.

The FD document can also be used if an incorrect FA document has been processed and cannot be modified by the FC document. The erroneous FA document should be removed from the system by processing a FD. The disposed asset record should be reestablished by processing a new FA document.

When an asset is disposed of by junking, loss or theft, the agency must follow the policies and procedures for SASP before completing the FD document.

All assets traded for another should be removed from the system by agencies through the use of the FD document. All trade in request must be submitted to SASP for approval unless previously included in the bid by the Department of Purchasing and Materials Management.

Assets disposed by sale must be channeled through SASP. Appropriate SASP guidelines should be followed in processing the disposition transactions.

Agencies must complete appropriate SASP forms required to accompany any asset to be disposed. Agencies should attach a copy of the FA of the asset to be disposed so all descriptive and accounting information about the asset is available to SASP. If a copy of the FA document is not available, a screen print from the Fixed Asset Summary Inquiry (FAS1) table will equally serve the purpose.

After the disposition process is accepted, final depreciation is calculated as of the disposition date. The system updates the general ledger and marks the asset as disposed. A designated agency officer must authorize and approve all fixed asset dispositions.

To process a FD document, determine the disposal method and seek the appropriate approval within the agency before initiating the disposal process.

Review the SASP policy and attach form SS1 or a copy of the fixed asset record to the asset to be disposed. Confirm with SASP to determine when to transfer the asset to their premises and arrange for a pick-up. Complete and process the FD document. Route the document for approval.

Exercise VII: Disposing an Asset (FD) document.



Scenario: Because your agency no longer owns the computer, use the FD document to dispose of the asset.

Complete the following exercise:

Step 1. From the **Fixed Assets** Business Area, click on the **Asset Disposal** Business Function to open the FD document.

Note: The Batch/Document Entry window appears with the Fixed Asset Disposition automatically selected in the Document Type Field.

Step 2. Enter agency **375** in the first section of the Document ID field.

Step 3. Select **Automatic Document Numbering**. This feature allows the system to automatically number your documents sequentially.

Step 4. Select **OK**. The FD appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:

Step 5. Enter the following information:

Step 6. *Fixed Asset Number: **Provided by Instructor***
*Type: **E***
*Disposition Date: **Today's date***
*Disposition Method: **R***
*Disposition Authority: **Alexander Young***

Process the Document

The steps to a document are always the same:

- Step 1.** Edit the document by selecting **Process: Edit** followed by **Process: Verify**.

Note: You should receive the Message: "DOCUMENT VERIFIED"

Note: You should receive the Message: "READY FOR APPROVAL 1"

You may receive various warning messages. Remember that warning messages are identified by a "W" in the error number at the bottom of the screen. In this course, there is no need to correct these messages.

- Step 2.** Edit the document by selecting **Process: Edit**
- Step 3.** Close the document by clicking once on the control box [X] in the upper right corner of the document window.

Depending on the procedures that are established, Workflow may route the document to the appropriate user's worklist for approval. For training purposes, your document will route directly to your own worklist.

- Step 4.** Open your worklist and locate your document.
- Step 5.** Open the document by double-clicking on the Work ID
- Step 6.** Select **Process: Approve** to apply approval to the document. You should receive the message "APPROVAL 1 APPLIED".

Updated Inquiry Tables

The following commonly used inquiry tables are updated when an Acquisition document is accepted into the system:

- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset History Inquiry (FHIS)

Inquiry Screens

Topic Objectives

After completing this topic, you will be able to:

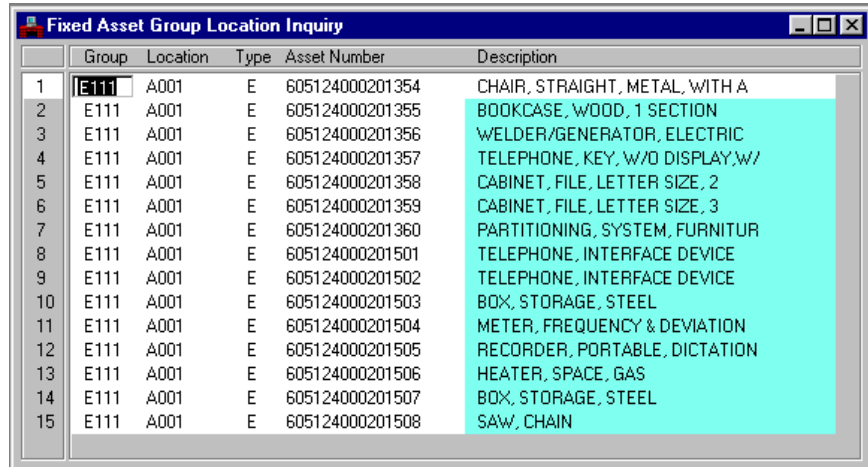
- Identify the appropriate inquiry tables per document.
- Access and describe the Fixed Assets Inquiry Tables.

Topic Overview

This section provides definitions and descriptions of the online inquiry screens for fixed assets. The inquiry screens gives you real-time access to view summary information of processed data regarding fixed assets. This section introduces the following inquiry screen:

- Fixed Asset Group Location Inquiry (FAGL)
- Fixed Asset Location Inquiry (FALC)
- Generated FA Transaction Inquiry (FAPV)
- Fixed Asset Summary Inquiry (FAS1)
- Fixed Asset Summary Inquiry (FAS2)
- Fixed Asset Betterment Inquiry (FBT1)
- Fixed Asset Betterment Inquiry (FBT2)
- Fixed Asset by Tag Number Inquiry (FBTT)
- Fixed Asset History Inquiry (FHIS)

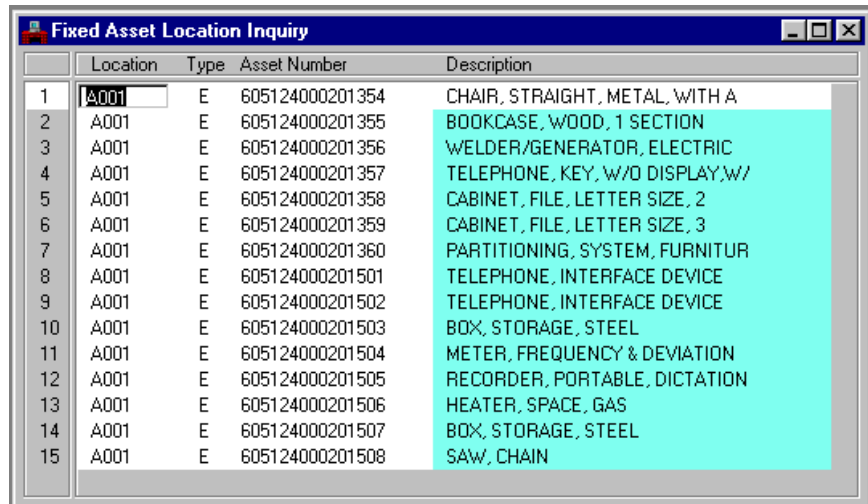
Fixed Asset Group Location Inquiry (FAGL)



	Group	Location	Type	Asset Number	Description
1	E111	A001	E	605124000201354	CHAIR, STRAIGHT, METAL, WITH A
2	E111	A001	E	605124000201355	BOOKCASE, WOOD, 1 SECTION
3	E111	A001	E	605124000201356	WELDER/GENERATOR, ELECTRIC
4	E111	A001	E	605124000201357	TELEPHONE, KEY, W/O DISPLAY, W/
5	E111	A001	E	605124000201358	CABINET, FILE, LETTER SIZE, 2
6	E111	A001	E	605124000201359	CABINET, FILE, LETTER SIZE, 3
7	E111	A001	E	605124000201360	PARTITIONING, SYSTEM, FURNITUR
8	E111	A001	E	605124000201501	TELEPHONE, INTERFACE DEVICE
9	E111	A001	E	605124000201502	TELEPHONE, INTERFACE DEVICE
10	E111	A001	E	605124000201503	BOX, STORAGE, STEEL
11	E111	A001	E	605124000201504	METER, FREQUENCY & DEVIATION
12	E111	A001	E	605124000201505	RECORDER, PORTABLE, DICTATION
13	E111	A001	E	605124000201506	HEATER, SPACE, GAS
14	E111	A001	E	605124000201507	BOX, STORAGE, STEEL
15	E111	A001	E	605124000201508	SAW, CHAIN

The Fixed Asset Group Location Inquiry (FAGL) screen is used to classify assets by their group and location code. This screen also displays the asset type, number and detailed description.

Fixed Asset Location Inquiry (FALC)



	Location	Type	Asset Number	Description
1	A001	E	605124000201354	CHAIR, STRAIGHT, METAL, WITH A
2	A001	E	605124000201355	BOOKCASE, WOOD, 1 SECTION
3	A001	E	605124000201356	WELDER/GENERATOR, ELECTRIC
4	A001	E	605124000201357	TELEPHONE, KEY, W/O DISPLAY, W/
5	A001	E	605124000201358	CABINET, FILE, LETTER SIZE, 2
6	A001	E	605124000201359	CABINET, FILE, LETTER SIZE, 3
7	A001	E	605124000201360	PARTITIONING, SYSTEM, FURNITUR
8	A001	E	605124000201501	TELEPHONE, INTERFACE DEVICE
9	A001	E	605124000201502	TELEPHONE, INTERFACE DEVICE
10	A001	E	605124000201503	BOX, STORAGE, STEEL
11	A001	E	605124000201504	METER, FREQUENCY & DEVIATION
12	A001	E	605124000201505	RECORDER, PORTABLE, DICTATION
13	A001	E	605124000201506	HEATER, SPACE, GAS
14	A001	E	605124000201507	BOX, STORAGE, STEEL
15	A001	E	605124000201508	SAW, CHAIN

The Fixed Asset Location Inquiry (FALC) screen is used to classify assets by their location code. It also displays the asset type, number and detailed description.

Fixed Asset Summary Inquiry (FAS1)

Fixed Asset Summary Inquiry (1 of 2)

Fixed Asset Type: ☐ Fixed Asset Number: Betterment Count: ☐

Description: Catalog:

Useful Life: Replacement Date: Last Inventory Date:

Condition: ☐ Group: Location: Complex / Building:

Fund: Agency: Organization: Activity: Object:

Funding Source: Reorg Date:

Acquisition Method: ☐ Asset Value: Acquisition Date:

Valuation Amount: Valuation Date: Selling Price:

Salvage Value: Depreciation Method: ☐ Net Book Value:

Last Disposition Date: Last Disposition Authority:

Memo Disposition Value: Last Disposition Method: ☐

Gov't Fund Federal Billing: ☐

The Fixed Asset Summary Inquiry (FAS1) is used to display summary information of an existing asset. Data that pertains to the original asset and betterments are displayed on this screen. This information is added and modified by any transaction processed against an existing fixed asset. Disposed assets are deleted from this screen by the disposition purge process.

Fixed Asset Summary Inquiry (FAS2)

Fixed Asset Summary Inquiry (2 of 2)

Fixed Asset Type: ☐ Fixed Asset Number:

	Equity Account	Asset Value	Accumulated Depreciation
1	<input type="text" value="3001"/>	<input type="text" value="4,700.00"/>	<input type="text" value="125.00"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals		<input type="text" value="4,700.00"/>	<input type="text" value="125.00"/>

The Fixed Asset Summary Inquiry 2 of 2 (FAS2) screen is used to display the equity distribution of an asset, including the original asset and its betterments. This information is added and modified

by any transaction processed against an existing fixed asset. Disposed assets are deleted from this screen by the disposition purge process.

Fixed Asset Betterment Inquiry (FBT1)

Fixed Asset Betterment Inquiry (1 of 2)					
Fixed Asset Type	B		Fixed Asset Number	GW2A2	
Betterment Number	00				
Description					
Serial Number			Model Number		
Manuf Number			<input type="checkbox"/> GIP Reversal Entry		
Vendor			Vendor Name		
Project			Area		
Closing Costs	0.00		Units	00000001	Condition 1
Last Inventory Date	01 / 1999		Acquisition Method	C	Acq Date 01 / 28 / 1999
In Service Date	/ /		Asset Value	3,500.00	
Selling Price	0.00		Purchase Authority		
Salvage Value	1,000.00		Net Book Value	0.00	
Disposition Date	/ /		Disposition Method		
Disposition Authority			Memo Disposition Value	0.00	
Description					
1		2		3	
4		5		6	

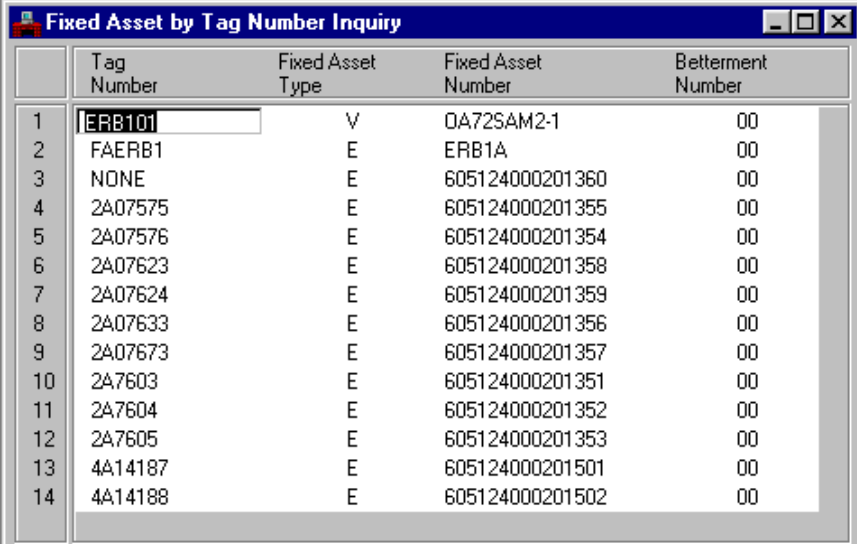
The Fixed Asset Betterment Inquiry (FBT1) screen displays one entry for each fixed asset and one for each betterment. This information is added and modified by any transaction processed against an existing fixed asset.

Fixed Asset Betterment Inquiry (FBT2)

	Equity Account	Betterment Value	Accumulated Depreciation
1			
2			
3			
4			
5			
6			
7			
8			
Totals			

The Fixed Asset Betterment Inquiry (FBT2) screen stores the equity distribution for the original asset and the betterment. Information is added and modified by any transaction processed against an existing fixed asset. The depreciated amounts are updated by the depreciation process.

Fixed Asset by Tag Number Inquiry (FBTT)



	Tag Number	Fixed Asset Type	Fixed Asset Number	Betterment Number
1	ERB101	V	0A72SAM2-1	00
2	FAERB1	E	ERB1A	00
3	NONE	E	605124000201360	00
4	2A07575	E	605124000201355	00
5	2A07576	E	605124000201354	00
6	2A07623	E	605124000201358	00
7	2A07624	E	605124000201359	00
8	2A07633	E	605124000201356	00
9	2A07673	E	605124000201357	00
10	2A7603	E	605124000201351	00
11	2A7604	E	605124000201352	00
12	2A7605	E	605124000201353	00
13	4A14187	E	605124000201501	00
14	4A14188	E	605124000201502	00

The Fixed Asset by Tag Number Inquiry screen (FBTT) is used to classify an asset by its tag number. It also displays the asset type, number and betterment number. The FBTT is an alternate view of the Fixed Asset Betterment Inquiry screen (FBT1)

Fixed Asset History Inquiry (FHIS)

Fixed Asset History Inquiry

Fixed Asset Type: ☐ Fixed Asset Number:

	Change Date	Forward Reference	Transaction ID	Acquisition Date	Betterment Number	Asset Value	Fund	Agency	Org	Activity
1										
2										
3										
4										
5										

Fixed Asset History Inquiry

Fixed Asset Type: ☐ Fixed Asset Number:

	Betterment Number	Asset Value	Fund	Agency	Org	Activity	Object	Group	Location	Complex / Building	Depreciation Method	Salvage Value
1												
2												
3												
4												
5												

The Fixed Asset History Inquiry screen (FHIS) is used to track all updates made against each fixed asset. The information is added to this screen when a Fixed Asset document is processed.

Generated FA Transaction Inquiry (FAPV)

	Transaction ID	Line Num	Result Transaction ID	Line Num	Creation Date
1	FA 375 000000000001		PV 375 TRPVQ900019	01	03 15 99
2	FA 375 000000000002		PV 375 TRPVQ900018	01	03 15 99
3	PV 375 TRPVQ900018	01	FA 375 000000000002		03 15 99
4	PV 375 TRPVQ900019	01	FA 375 000000000001		03 15 99
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

The Generated Fixed Asset Transaction Inquiry (FAPV) screen is created when a Payment Voucher (PV) or Vendor Invoice (VIQ) creates a Fixed Asset Acquisition (FA) shell. The FAPV displays the transaction ID number of the PV or VIQ which created the FA shell, the transaction number of the FA document and the date the FA shell was created.

The FA document shell is automatically created by a Payment Voucher (PV) or Vendor Invoice (VIQ) when the Fixed Asset Indicator is selected on either document. When the shell of the FA document is created the following fields will be pre-populated: Transaction Date, Responsibility Center, Fund, Agency, Organization, Activity, and Object. The vendor code and name is also populated on the Acquisition/Valuation view.

To open the shell, (1) open a new FA document. (2) enter the FA agency and transaction number from the FAPV on the Document ID field of the Batch/Document entry screen of the FA document. (3) select the Open radio button and (4) choose OK.

The FA document shell will open with the appropriate fields pre-populated. Complete the FA document and process.

Reports

Topic Objectives

After completing this topic, you will be able to:

- Identify the standard reports used with Fixed Assets.

Topic Overview

There are fifteen standard reports available within the SAM II system for Fixed Assets. Two reports are produced for the General Fixed Asset Account Group (GFAAG): Statement of Fixed Assets by Agency and Organization, and Statement of Changes in Fixed Assets by Agency and Organization, which are included in the preparation of the Comprehensive Annual financial Report (CAFR).

The Fixed Asset Standard Reports are not available for online inquiry. All standard reports can be requested when needed, monthly, and on an annual basis. Management must make a formal request for any of the Fixed Assets reports through their System Administrator.

Fixed Assets Reports

Report Name	Report Code	Description
Disposed Asset Report	X010	This report shows all fully disposed assets still on the FAS1 table.
Depreciation Report	X003	A report of depreciation by fund, and agency.
Statement of Fixed Assets	X004	This report displays depreciation by group, type, agency and fund.
Disposition Report	X012	This report shows detail for all FD documents within a specified date range.
Inventory by Location Report	X006	A report on each asset by location category, location class and location.
Reorganization Report	FARO	This report shows data that was changed on the FAS1 due to an entry on the FARO table.
Replacement Forecast Report	X009	This report shows assets that will need replacement within specified dates.
Revaluation Report	X013	This report can be used to verify the results of the Mass-Revaluation process.
Transaction Detail Report	X002	This report shows a complete detail of all asset transactions within specified dates.

Current Year Accumulated Depreciation Report	X025	This report shows the current year accumulation for each asset.
Transfer Detail Report	X015	This report shows all internal sales and transfers across funds and agencies.
General Fixed Asset by Equity and Asset Type Report	X020	This report shows the equity breakdown of assets by fund, equity account, and asset type.
General Fixed Asset by Fund Type, fund and Equity Breakdown Report	X021	This report shows the equity breakdown of assets by fund type, fund, and equity breakdown.
Statement of Change in Fixed Assets by Agency and Organization	X005	This annual report shows the year's activity for total assets within a fund, agency and organization.
Statement of Fixed Asset and Organization Report	X011	This report totals all assets for each agency by asset type.

Review and Skill Check

Write True or False next to each statement below:

- _____ 1. Betterments can be added to an asset for routine maintenance?
- _____ 2. A Fixed Asset number can be up to 12 characters in length?
- _____ 3. The summary asset value minus the summary accumulated depreciation defines a Governmental Fund?
- _____ 4. Depreciation is calculated on a annual basis?
- _____ 5. Assets can be transferred within two Governmental Funds?
- _____ 6. Assets can be sold within two Governmental Funds?
- _____ 7. When transferring assets the acquiring agency must complete a FA document?
- _____ 8. The Fixed Asset History Inquiry screen will track all updates made against each asset?
- _____ 9. The Fund Balance codes can be located using the Balance Sheet Account Index table?
- _____ 10. Assets may share the same asset number as long as the assets remain within the same agencies?

Lab Exercises

This section of your workbook provides you with a number of exercises to practice on your own outside of class. These exercises can be completed on your own time in the SAM II training lab.

Using the skills you have learned in class, use the information listed below to process various Fixed Asset documents. Remember each asset must have a unique asset number.

Fixed Asset Number: **Unique number up to 15 characters**

Governmental

Fund: **0101**

Agency: **375**

Organization: **1375**

Equity Account: **3001**

Proprietary

Fund: **0403**

Agency: **650**

Organization: **3110**

Equity Account: **3001**

- Create Acquisitions
- Add improvements to your assets
- Transfer an assets
- Modify a document
- Cancel an Acquisition document
- Dispose of the assets